



## DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

\_\_\_\_\_ REFERRED FOR ACTION  
 \_\_\_\_\_ ANSWER FOR MY SIGNATURE  
 \_\_\_\_\_ FOR FILE  
 \_\_\_\_\_ FOR YOUR INFORMATION  
 \_\_\_\_\_ FOR SIGNATURE  
 \_\_\_\_\_ RETURN TO ME  
 \_\_\_\_\_ PLEASE SEE ME  
 \_\_\_\_\_ PLEASE TELEPHONE ME  
 \_\_\_\_\_ FOR APPROVAL  
 \_\_\_\_\_ PLEASE ADVISE ME

BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_  
 BY \_\_\_\_\_ DATE \_\_\_\_\_

STATE PROJECT NO. \*

F.A.P. NO \*

\*

ROUTE LA \*

JEFFERSON PARISH

### MEMORANDUM

TO:

REAL ESTATE DISTRICT MANAGER

FROM:

\*

REAL ESTATE AGENT \*

DATE:

October 6, 2003

SUBJECT:

Parcel No. \*

\*

Attached are:

1. Department's check no. \*, dated \*, drawn on Bank One Louisiana, in the amount of \$\*, payable to \*.
2. Original of the \* with attached right of way map sheet(s), and a copy for the property owner.

Please deliver the attached and return a copy of the executed check receipt(s) to this office.

As requested by Jefferson Parish, please have the original \*, with attached right of way map sheet(s), along with the Mortgage Certificate attached, recorded in the Conveyance Records of Jefferson Parish and furnish this office with the recordation information.

Please have the Clerk of Court bill the Department for these services on the attached Real Estate Voucher.

\*/\*

Attachments

RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
RECOMMENDED FOR APPROVAL	DATE
APPROVED	DATE